

DAYSPRING MONTESSORI INTERNATIONAL SCHOOL
MINUTES OF PARENT-TEACHER ASSOCIATION GENERAL
MEETING HELD ON SUNDAY 6TH NOVEMBER, 2022

Starting time: 3:28pm

Opening prayer: Dr. Innocent Adzamli.

REVIEW AND ADOPTION OF THE PREVIOUS MINUTES:

Mr. Hammond Nii Ayite moved for the minutes of the previous meeting to be adopted; he was seconded by Mrs. Rosemond Senaya.

MATTERS ARISING FROM PREVIOUS MINUTES:

- The Chairman commended the usefulness of the class specific WhatsApp platforms. He noted how it has come in handy to verify the giving of assignments to students.
- The Chairman also pointed out that the co-curricular activities would be highlighted further in the principal's report.
- He informed the house about a presentation to be made to the house by a resource personnel on cyber security.
- The Chairman informed the house that the primary section's broken-down microphones had been repaired.
- The Chairman informed the house that the issue on textbooks is still pending and that teachers are improvising ways of lesson delivery until appropriate textbooks are procured.
- He also informed the house of the principal's fulfilled promise of making report cards ready before school reopening.
- Regarding the online assignments, he continued that migration onto the new management software will mean online assignments be put on hold until the subsequent term.
- Regarding the former Principal's presentation, the money and portrait agreed by the entire PTA was ready and would be delivered to the former Principal at an appropriate time, said the Chairman.

PRINCIPAL'S REPORT

Aunty Vida Amakye

The Principal informed the house of a letter from the neurology unit of the Korle-Bu Teaching Hospital: Aunty Vida Amakye was deemed "fit to resume work in full capacity". He expressed his

most profound gratitude to parents for the overwhelming support both in cash and in kind provided for Aunty Vida and Aunty Pat.

Appreciation of support during the funeral of the late Josephine Essel

The Principal extended the gratitude on behalf of the entire school to the members of Dayspring PTA and also to the executive members for their invaluable support both financial and non-financial during the painful departure of our colleague teacher Aunty Josephine Essel into eternity. He announced that an educational investment account has been opened for the child so any further support is welcome.

Wheelchair Service

The Principal informed the house that as part of the desire to give easy access to all groups of people to the school's facilities, the school had procured a wheel chair to help our physically challenged students and visitors to easily access the various floors at the JHS section.

Edves Platform

The Principal informed the house of a School Management Software to facilitate and to modernize the management of our various services. As a result, he informed the house that some pieces of information had been sought from parents and he expressed gratitude to parents who had obliged so far.

Staff Appraisal

The Principal indicated that at the end of the previous term, parents were given the opportunity through the Google forms shared on all the PTA platforms to appraise the teachers who teach their children. He expressed his deepest appreciation to all for heeding to the call to review the performance of teachers.

National Standards Assessment Test (NSAT)

The Principal informed the house that, as part of the New Pre-Tertiary Curriculum, pupils in Basic 2 and Basic 4 are to take the National Standardized Test in November and December respectively. He noted that the necessary preparations are underway to have the children take part in this test.

He also informed the house that parents whose children are in Grade 2 would be required to pay a fee of 34 cedis while those with children in Grade 4 would be required to pay a fee of 38 cedis respectively towards the NST. However, he indicated that the exact dates would be communicated in due course.

In-Service Training for Staff through PLCs

The Principal noted that Wednesdays after school had been dedicated for Professional Learning Community (PLC) sessions. These sessions are one of the requirements of the New Curriculum meant to update and to further equip the staff to be more knowledgeable and effective in the teaching profession through brainstorming sessions and classroom experience sharing to promote cross learning. He noted that the maiden PLC was held on Wednesday 12th October 2022 on the issue of **“Rewards and Punishments; the most effective and sustainable ways of rewarding and punishing behaviour in school”**.

Disciplinary Issues and Behaviour Management

The Principal informed the house that as a school, it intended to fully deploy some innovative behaviour management techniques to instill the needed discipline in the children. He noted that parents should be ready to pick up children late from next year in case children are detained on disciplinary grounds.

Robotics

The Principal informed that house that robotics lessons were still ongoing for children from KG to Grade 6. He indicated that specially dedicated classrooms have been created at both the primary and JHS sections of the school to ensure easy delivery of lessons and learning. He also announced that during this term’s Open Day, the school is partnering with the Robotics Team to have a maiden Robotics fair in the school. He urged parents to make time to come and observe what the team has done so far.

Health Issues

The Principal appealed to parents to keep children at home when they are unwell until the right treatment is sought for them. This was to avoid cross infections in cases of infections. He also pleaded with parents that anytime children had any health condition. The school authorities needed to be aware of it.

Security

The Principal also reiterated on the importance of the security and safety of the children. He pleaded with parents to properly introduce people they would send to come and pick up their child to the school and especially to the security staff. He also urged parents to avoid calling the school on phone to introduce someone. He also said a national ID among others would be requested in very extreme situations before a child is picked up by someone else.

School Fees

The Principal implored parents to try as much as possible to pay up school fees on time. He indicated that the amount of fees in arrears made the running of the school very difficult. He informed the house that children whose school fees had not been fully paid would be turned away subsequently.

Preparations towards BECE 2022

The Principal informed the house that this year's BECE started off on Monday the 17th of October and ended on Friday the 21st of October. He highlighted the various interventions in preparation for the exams. Key interventions included the subject by subject interactions with examiners held first by the Municipal Education Office on 19th and 20th September and then by the school from 3rd to the 7th of October, 2022. He urged the house to remember the candidates in their prayers daily until the results finally are released.

Early BECE Preparations for the current JHS 2 Pupils

The Principal indicated that early preparations for 2023 BECE for the current crop of JHS 2 pupils had started in earnest with early morning and late afternoon classes. He appealed to the parents of that group of pupils to ensure that the pupils exhibit discipline and a high sense of time consciousness and punctuality for all lessons at all times as their teachers dedicate their time and resources to prepare them. He also indicated that parents would be called on from the next academic year to pay a token fee monthly or termly to support the extra classes offered by their teachers as a form of motivation and that very soon parents of the current JHS 2 pupils would be invited for a meeting to discuss some pertinent issues relating to the current conduct of the children.

Appreciation and Appeal to our Cherished Parents

The Principal, assured parents that, as a school, they valued the relationship that they had with parents. He also took the opportunity to express his most profound appreciation to a parent who once on his own decided to redesign the school fees payment platforms to give it a more professional look. Finally, he appealed to all parents to try and use the best channels to address concerns relating to the school, the children, the staff, management etc. so they could be effectively addressed.

Prepare Enough Water for the Children

The Principal entreated parents to give the children enough water for the day. He noted that Sometimes the litres of water given to a child is woefully inadequate to last the school day.

Databank Investment Lessons

The Principal informed the house that the Databank investment lessons could not come off as the Databank team could not put their team together this term. He was however hopeful that the lessons would restart come next academic year.

The Future Dayspring Montessori International School

The Principal stressed on the future Dayspring as being not just preparing learners to pass exams but continuously supported life-long learning. He talked about a collaborative learning and an atmosphere for critical thinking, problem solving, digital literacy, creativity and such values as respect for others, assertiveness, resilience, curiosity and a high sense of integrity among others.

Upcoming Events

Book fair	Monday 7 th Nov. - Friday 11 th Nov.
Open Day/Robotics fair	Friday 11 th November
Japan week celebration	Saturday 19 th November
Revision week	Thursday 16 th , 18 th Nov. – Wednesday 21 st , 22 nd Nov.
Exams week	Thursday 23 rd , 25 th November- 28 th - 29 th November
Vacation	Thursday 15 th December, 2022

Reopening

REACTIONS TO THE PRINCIPAL'S REPORT

Enough Water for Children

Mr. Hammond Nii Ayite appealed to the school to have a water dispenser on sight because the books carried daily is already a burden and to add extra water.

The Principal informed the house that currently there are no water dispensers but he advised if he could give some money to the child to buy water in case he or she runs out.

Mr. Seth Antwi noted that her daughter usually brought back the water he gives to her to bring to school so he wanted to find out who is in charge of having the children take in water.

The Principal responded that at the age of the child the teachers had regular water breaks where the children go and take water but promised to look into it.

The Chairman noted that with regards the dispenser it looked from the response of the Principal like a project for the long term but he added his voice to appeal to the Directors if they can at least provide one dispenser to serve as a supplement for those who run out of water.

Graduation

Mr. Hammond Nii Ayite asked if it was possible to have the graduation on a weekday to allow for those with religious limitations to take part.

The Principal responded that the weekdays after exams are usually used for rehearsals and that after graduation on Thursday, the Friday is used for preparation for the event on Saturday.

Discipline

Dr. Chris Quist asked about the effectiveness of letting children stay on after school in case there are two children that have to be picked up but only one has to stay behind.

The Principal pleaded that under the circumstance, though inconvenient, it is for the benefit of the defaulting student to stay and complete whatever punishment that was prescribed.

The Chairman also added his voice and pleaded with the principal to look at the issue again especially when there were two children involved.

Mr. Ben Ayeh pleaded that the punishment should not extend beyond normal school hours so that the other child does not suffer needlessly.

TALK ON CYBER SECURITY

Mr. Ransford Addo Junior the head of financial crime management at a Financial Institution gave a talk on cyber security. He identified WhatsApp as the most common threat of cyber security and gave the following advice:

- WhatsApp should not be used as a means of confirming sensitive transaction.
- Enable two step verification on WhatsApp.
- Request for any code reset should not be entertained.
- Any message that appears to inform a user that a security code has been changed could mean that the person's WhatsApp has been compromised.
- As much as possible activate a security feature on your phone.
- Do not allow anybody to add you to a group without your knowledge.

He also highlighted the most common crimes perpetrated against children which included, sexual and physical assault, children murdering other children, abduction and kidnapping and criminals using children to commit crimes. He had the following recommendation for reducing opportunities for criminals to target our children;

- Take sensitive information about your children from social media
- Assess and do a bit of due diligence on the people around your children.
- Build a culture for children to easily speak up and tell you what is worrying them.
- Engage your children and give them security tips.
- Introduce convenient channel for children to report any issue.
- Teach our children to know our telephone numbers
- Set good examples with our behaviours.
- Invest in our security
- Check the websites that our children had been.

Reactions to Presentation

Mr. Hammond Nii Ayite noted the gender bias rhetoric of the speaker in referring to criminals.

The speaker apologized.

The Principal narrated an incident where a parent was nearly blackmailed by an unknown person but for the vigilance of the parent in calling the school she would have been duped.

Mr. Benjamin Richards acknowledged the excellent presentation and added that he has connected all the phones of his children to his phone to give an extra line of security.

Reverend Francis Boadu asked about remedies incase ones WhatsApp is hacked.

Mr. Ransford Addo advised that the victim should immediately communicate to all members of his group and those on his WhatsApp chats about the incident. The person should also report to WhatsApp.

Madam Nana Yaa Allotey asked how to authenticate WhatsApp account using e-mail.

Dr. Chris Quist added that members should be mindful of what they use as pins and that it should not be easily predictable.

ADMINISTRATIVE REPORT

The Chairman gave a brief administrative report summarized below;

Executive Committee

The current executives of the PTA elected in October 2020 comprised of the following:

- | | |
|--------------------------------|-----------------------|
| ● Dr. Mrs. Felicia Owusu-Ansah | - Chairman |
| ● Dr. Innocent Adzamli | - Vice Chairman |
| ● Mrs. Esther Toboh | - Treasurer |
| ● Mr. Baldwin Lampitey | - Secretary |
| ● Madam Patience Ankora | - Assistant Secretary |
| ● Mr. David Aryee | - Executive Member |
| ● Mrs. Exonam Agyapon-Ntra | - Member (Principal) |

The Chairman had served notice of her resignation after presiding over 2 meetings. Subsequently the Vice Chairman presided over the rest of the meetings in an acting capacity. The Assistant Secretary also resigned her post after a year but she was not replaced.

The Principal also resigned after two meetings and Mr. Harry Anamoo served in an acting capacity for two general meetings until a Substantive Principal in the person of Mr. Eric Addo was appointed in April 2022.

Meetings

There have been a total of 8 executive meetings and 5 general meetings with the current one been the sixth. The first of our general meeting was successfully held via zoom and subsequent meetings have been held on the premises of the school. All general meetings have been hugely successful and deliberations have been productive. However, attendance to general PTA meetings has not been very encouraging.

Interventions

The current PTA executives beyond fully fulfilling all its financial, administrative and operational obligations to its members has made the following specific interventions,

- The provision of support in terms of health and sanitation (3 thermometers and 6 automatic dispensers) to the school in the post lockdown return to school era.
- Mobilized funds through the PTA platforms from parents in support of 2 staff members with various health issues and one deceased staff member.
- Regular financial update and transparency on all financial matters.
- Presentation of cash and citation to the former principal on her retirement.
- Successful implementation of adjusted PTA dues.

Generally, the current executives have worked amicably together as a team and we have also enjoyed tremendous support from the Board and Management of the school. We hope the incoming executives would perform much better to improve the fortunes of our school and children.

FINANCIAL REPORT

The treasurer presented her financial report for the end of her tenure summarized as follows;

STATEMENT OF INCOME & EXPENDITURE FOR 2021 & 2022 RESPECTIVE YEARS

A. INCOME	NOTES	2021 Gh¢	2022 Gh¢
PTA DUES COLLECTION	1	12,129.00	12,906.00
TOTAL INCOME		12,129.00	12,906.00
B. EXPENDITURE			
BANK CHARGES	2	126.00	116.00

PTA MEETING LOGISTICS	3	4,670.00	5,675.00
OTHER SUPPORT	4	2,560.00	6,000.00
STAFF SUPPORT - CHRISTMAS	5	10,200.00	
TEACHER'S APPRECIATION – JHS 3 TEACHERS	6	3,340.00	2,430.00
FUNERAL DONATIONS	7	2,000.00	1,000.00
END OF YEAR REFRESHMENT - PTA	8	3,870.00	4,105.00
TOTAL EXPENDITURE		26,766.00	19,326.00
EXCESS OF INCOME OVER EXPENDITURE			

STATEMENT OF AFFAIRS (BALANCE SHEET) AS AT 31ST OCTOBER,2022

	31/12/2021 Gh¢	31/10/22 Gh¢
CURRENT ASSETS:		
CASH AT BANK	3,284.79	5,988.79
REPRESENTING:		
ACCUMULATED FUND	3,284.79	5,988.79

She indicated that there an investment account with UT bank but now with GCB bank. As at 18/6/2021, the maturity was Ghc26,991.17.

ELECTION

Dr. Chris Quist and **Mr. Michael Aggrey** were presented as stand in officers to preside over the elections.

Dr. Chris Quist explained the constitutional provisions for elections. He therefore opened nominations from the house.

Madam Nana Yaa Allotey nominated **Dr. Innocent Adzamli** for the position of Chairman seconded by Mrs. Esther Toboh. **Reverend Francis Boadu** was also nominated Mr. Hammond Nii Ayite for the position of Chairman.

Reverend Francis Boadu nominated **Bernice Quaye** for the position of Secretary, and Mr Eric Addo nominated **Madam Charlotte Neequaye** for the same position.

Mrs. Esther Toboh nominated **Mr. Victor Adjei Mframa** for the position of Treasurer, seconded by Mr. Christian Diaba

Elections were held and the votes were counted, as presented below:

Chairman

Dr. Innocent Adzamli	60 Votes
Mr. Hammond Nii Ayite	3 Votes

Secretary

Madam Bernice Quaye	47 Votes
Madam Charlotte Neequaye	21 Votes

Treasurer

Mr. Victor Adjei Mframa	42 YES
	0 NO

As declare by the electoral commissioner the following are the executives to serve the next two years;

- Dr. Innocent Adzamli - Chairman
- Mr. Hammond Nii Ayite - Vice Chairman
- Mr. Victor Adjei Mframa - Treasurer
- Madam Bernice Quaye - Secretary
- Madam Charlotte Neequaye - Assistant Secretary

OTHER MATTERS

Mr. Ohene Kankam advised parents to pay their school fees promptly to allow the school to run.

Mr. Christian Diaba moved for the meeting to come to an end seconded by **Mr. Benjamin Richards**.

Closing prayer: Reverend Francis Boadu

TOTAL ATTENDANCE:

87 Parents and 55 Staff members.

Recorded and signed by

.....
Madam Bernice Quaye (Secretary)

.....
Dr. Innocent Adzamli (Chairman)